

CITY OF CHATTANOOGA

Classification Specification Title: Deputy Administrator Early Learning

Department: Early Learning

Pay Grade: GS.19

Supervision Received From: Admin Early Learning

FLSA Status: Exempt

Supervisory Responsibility For: Dir. Head Start

Established: 4/18/22

Revision Dates: 4/1/25;

10/23/24; 8/27/24; 10/20/23

CLASSIFICATION SUMMARY:

The Deputy Administrator is responsible for assisting the Administrator of the Department of Early Learning in directing the divisions of the department; specifically, but not limited to, federal program offices (i.e. Office of Head Start and Office of Foster Grandparent program). Duties include assisting in directing resources; supervising staff; developing and updating policies and procedures; developing and providing financial and operational guidance; approving expenditures; managing vendor contracts and serving as a departmental liaison.

The Deputy Administrator supports integration of the Mayor's and Administrator's vision, goals, and strategy for the DEL; as well as crafting and accomplishing department and City objectives, goals, and performance metrics within guidelines established by the Administrator, Mayor and City Council. Work is performed under administrative review, working with the maximum degree of initiative and judgment. The Deputy Administrator is both an ambassador and collaborator.

SERIES LEVEL:

The Deputy Administrator Early Learning is a stand-alone position.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Work in close partnership and collaboration with the Administrator of the Department of Early Learning to support a unified vision for the department, the Mayor's positions and policies, goals, and strategies to advance early childhood across Chattanooga.

Develop and support strategies that increase the overall local supply of early learning seats for Chattanooga children, including initiatives that support and expand public, non-profit, and private providers.

Supervises departmental staff to include prioritizing and assigning work, conducting performance evaluations; ensuring staff is trained, ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment, and making hiring, termination, and disciplinary recommendations.

Directs and participates in the implementation of internal operations for the department, which includes planning, coordinating, administering and evaluating programs, projects, processes, procedures, systems, standards, and/or service offerings; ensuring compliance with the Local, State, and Federal regulations, laws, codes and/or standards; coordination activities between multiple services areas and working to integrate and coordinate service areas.

Directs and reviews the analysis of a variety of data and information; formulates recommendations based on findings; manages priorities, work processes and procedures; ensures adherence and compatibility with organizational and departmental goals, objectives and strategic initiatives.

Develops and implements procedures and controls to promote the efficient and effective utilization of Agency resources.

Plan, organize, direct, administer and evaluate programs within DEL and work cross-departmentally to achieve early learning goals and objectives. Develop, approve and lead implementation of overall DEL goals, core values, strategic framework, policies, budget, and procedures.

Build strong relationships with philanthropic, private, and non-profit partners and collaborate with external entities to build a thriving early learning system.

Collaborate with internal, applicable boards and commissions, task forces, advisory groups, the general public, external agencies, contractors, attorneys, and/or other interested parties to coordinate activities, review work, exchange information and resolve problems.

Promote curricula, learning materials, and resources that encourage respect for diversity as well as respect for children's racial identities and cultural heritages.

Support socioeconomic and racial integration strategies in early childhood classrooms.

Advance strategies to elevate and support the early learning educator profession, including policies and practices that promote living wages within the sector.

Promote and support organizational development within DEL while creating a culture of innovation, accountability, and performance.

Represent the Department and/or City at a variety of meetings, public events, professional development, on committees and/or related events or groups in order to receive and convey information.

Assist with departmental internal audits for programs, staff positions and inventory.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Bachelor's degree and four (4)+ years of experience in roles of growing scope, responsibility, and demonstrable results in early childhood education or related field and a minimum of two (2)+ years of supervisory experience; or any combination of equivalent experience and education; or any combination of equivalent experience and education.

Advanced degree in early education, public policy, public administration, or a related field is preferred but not required.

LICENSING AND CERTIFICATIONS:

A valid Driver's License is required.

KNOWLEDGE AND SKILLS:

Experience administering and innovating within federal- or state-funded early education and community support programs (e.g. Head Start, AmeriCorps Seniors - Foster Grandparent Program) is preferred but not required.

Knowledge and understanding of early childhood education, curriculum development and program evaluation, child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, as well as research and data analysis techniques related to the learning of young children.

Professional public or business administration experience that included establishing organization structure, developing strategic work plans, budget development and control, setting goals and objectives to achieve program results, and fostering a team environment.

Proven experience and record of successfully incorporating equity, diversity and inclusion principles and strategies into organizations.

Proven experience in policy analysis, development and implementation, particularly in an education context.

Ability to work effectively with key stakeholders, speak and write authoritatively and compellingly, resolve communication problems, and negotiate and manage competing interests.

Experience communicating effectively with policymakers, administrators, advocates, and a variety of local communities.

Excellent interpersonal, verbal, and written communication and public speaking skills, and Strong leadership skills and a demonstrated ability to make decisions and execute strategies successfully.

PHYSICAL DEMANDS:

Positions in this class typically require standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: Y

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.